



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

MCEE

4 February 2002

MEMORANDUM FOR Commanders, MEDCOM Major Subordinate Commands/
Installations

SUBJECT: U.S. Army Medical Command Policy on Reasonable
Accommodation for Individuals with Disabilities

1. The U.S. Army Medical Command (MEDCOM) has established the subject policy (enclosed) to comply with guidance from the Equal Employment Opportunity (EEO) Commission, dated 20 Oct 00, to Federal agencies. The EEO Commission guidance requires that agencies establish written procedures for the processing of reasonable accommodation (RA) requests. The DA guidance on RA is currently being staffed and may be issued later in FY 02.

2. I encourage commanders of MEDCOM installations and those activities servicing MEDCOM civilian personnel to begin to implement these RA procedures as soon as possible. We want to assure that everyone (employees and applicants alike) has equal access to employment opportunities within the MEDCOM. The MEDCOM RA policy for individuals with disabilities includes information regarding the following:

- The written procedures involved in the processing of RA requests,
- Different types of RAs,
- The informal procedures relative to a denial of RA, and
- Tracking information requirements.

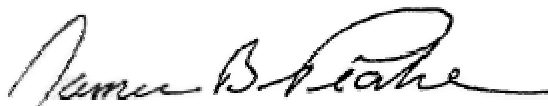
Note: providing RA is not a new requirement, but requiring documentation of the RA request and subsequent action(s) is.

3. I remind you that any proposed change to local personnel policies, practices, or working conditions affecting bargaining unit employees requires advance notice to recognized unions.

MCEE

SUBJECT: U.S. Army Medical Command Policy on Reasonable
Accommodation for Individuals with Disabilities

4. Our point of contact is Mrs. Delia Ramirez Trimble, Director,
Office of EEO Programs, at (210) 221-8170/DSN 471-8170.



JAMES B. PEAKE

Lieutenant General
Commanding



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The U.S. Army Medical Command (MEDCOM)
Policy on Reasonable Accommodation for
Individuals with Disabilities

1. PURPOSE. This guidance describes policies and procedures and establishes responsibilities for the MEDCOM in the area of reasonable accommodation (RA) for individuals with disabilities. Coverage under this guidance extends to civilian employees and applicants for employment. The guidance objectives are to:

a. Establish a procedure that will support the prompt, fair, and efficient processing of requests for RA,

b. Increase awareness of the responsibility to provide for the expansion of opportunities for individuals with disabilities, and

c. Ensure that civilian and military managers and supervisors comply with the provisions of the Rehabilitation Act of 1973, as amended.

2. REFERENCES.

a. Executive Order (EO) 13164, "Establishing Procedures to Facilitate the Provision of Reasonable Accommodation," dated 26 Jul 00, requires Federal agencies to establish written procedures for processing requests for RA. The EO also clarifies the requirement of the Rehabilitation Act of 1973 to provide RA to qualified employees and applicants with disabilities.

b. The Equal Employment Opportunity Commission (EEOC), on 20 Oct 00, issued its "Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation". This guidance requires federal agencies to establish written procedures for processing requests for RA. The complete text of the EEOC guidance can be found at www.eeoc.gov.

Notably, the EO does not create any new rights for applicants or employees, nor does it limit an individual's rights under the Rehabilitation Act. As a result, an individual who believes that his/her rights to RA have been violated may pursue the remedies already in place under the Act.

c. AR 600-7, Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of the Army, dated 15 Dec 83. This regulation details the requirement for an organization's own facilities to conform to the laws on accessibility to Federal buildings, programs, and activities.

d. The Americans with Disabilities Act of 1990 initially did not apply to Federal employees because the Rehabilitation Act of 1973 already included the same information. The ADA coverage now extends equally to Federal employees.

3. KEY TERMS.

Essential functions: Job duties that are so fundamental to the position that the individual cannot do the job without being able to perform them. A function is "essential" if, among other things, the position exists specifically to perform that function; there are a limited number of other employees who could perform the function if it were assigned to them; or, the function is specialized and the incumbent is hired based on his/her ability to perform it.

Extenuating circumstances: Factors that could not reasonably have been anticipated or avoided in relation to the request for the RA.

Individual with a disability: A person who has a mental or physical disability that substantially limits one or more major life activity; has a record of such impairment; or, is regarded as having such impairment.

"Qualified" person with a disability: A qualified person with a disability is an individual with a disability who is otherwise qualified or capable of doing the essential functions of a job with or without RA.

Reasonable accommodation: A change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities. There are three general categories of RA:

- modifications or adjustments to a job application process to permit an individual with a disability to be considered for a job (e.g., providing application forms in alternative formats like large print or Braille);
- modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job (e.g., providing sign language interpreters, special computer keyboards, or voice amplification devices); and
- modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment (e.g., removing physical barriers in an office).

Undue hardship: A specific accommodation that involves significant difficulty or expense. This determination, which must be made on a case-by-case basis, considers factors such as the nature and cost of the accommodation needed, the size and budget of the organization, and the impact of the accommodation on the operations of the agency, in this case, the Army.

4. BARGAINING UNIT NOTIFICATION REQUIREMENTS. Activities are required to meet their statutory and contractual labor relations obligations to unions when implementing any policy regarding RA.

5. POLICY. The policy of the U.S. Army Medical Command is to implement a formal process (written procedures) to assure individuals with disabilities (i.e., employees and applicants for employment) are provided reasonable accommodations, whenever possible, in the workplace and in employment-related situations *in a timely manner*.

6. RESPONSIBILITIES.

a. Commanders at all levels will:

(1) Promote the RA process.

(2) Provide necessary resources to support the RA process.

b. Management officials/first-level supervisors will:

(1) Assure employees with disabilities are aware of their right to request RA because of a medical condition. This may necessitate providing information in alternative formats, such as large print, Braille, or electronic diskette (on request). Other alternatives will be made available so the RA procedures are accessible for individuals with particular disabilities.

(2) Review RA requests received from employees.

(3) Consider and approve RA requests, whenever possible.

c. Servicing Equal Employment Opportunity (EEO) Officers will:

(1) As the proponent for the Program for Individuals with Disabilities (PIWD), coordinate on all RA requests.

(2) Track and report on RA requests in the annual Individuals with Disabilities (IWD) Affirmative Action Program (AAP) Plan.

(3) Submit RA data for MEDCOM employees to the MEDCOM EEO Office NLT 15 Oct each year, for inclusion in the MACOM IWD AAP Plan.

d. Civilian Personnel staff will:

(1) Review RA requests received from applicants for employment.

(2) Consider and approve RA requests for applicants, whenever possible.

(3) Where appropriate, provide information to supervisors regarding RA for employees with disabilities.

7. THE REASONABLE ACCOMMODATION PROCESS.

a. An employee or job applicant may initiate a request for RA orally or in writing. The employee will be asked to complete an RA request form for record keeping purposes. A sample form is at Appendix A. However, a person's oral or written request starts the RA process. When an individual with a disability requests assistance in completing the RA request form, the activity must provide that assistance.

b. The RA process is initiated when a person with a disability indicates the need for an adjustment or a change at work or in the application process for a reason related to a medical condition. The requester does not have to use any particular words or cite the Rehabilitation Act of 1973 or even use the term "reasonable accommodation". For example, it is sufficient for a vision-impaired person to ask for assistance with certain work-related materials. Or, for a person to state that he/she is having a problem with an established tour of duty because of new medication.

c. A family member, health professional, or other representative may request a RA on behalf of the individual with a disability. The need for a RA should then be confirmed with the person with a disability.

d. First-line supervisors will consider and approve requests for RA, whenever possible. Each RA request will be different and will have to be considered on a case-by-case basis. However, an employee or applicant for employment should be informed as soon as possible about the status of their RA requests, especially if an urgent situation exists. Where the requested RA is simple and straightforward and there is no question of undue hardship to the Army, processing of the RA request should not exceed thirty (30) days. If there are extenuating circumstances that will preclude providing the requested RA within 30 days, the requester will be notified of the reason for the delay and will be provided the anticipated completion date in writing.

e. Information on the type of RA and the date the RA is provided will be documented and filed with the RA request form.

8. MEDICAL INFORMATION.

a. If the disability and/or need for accommodation are not obvious or already known by the employer, employees or applicants for employment must provide relevant medical information related to the disability (being reviewed) and the requested accommodation.

b. Additional medical information may be requested if the initial medical information submitted:

(1) Does not clearly explain the nature of the disability or the need for RA, or

(2) Does not clarify how the RA will assist the employee to perform the essential functions of the job or enjoy the benefits and privileges of the workplace.

c. The employer may have the medical information reviewed by Occupational Health or a medical expert of the employer's choice at the employer's expense.

d. In accordance with the Rehabilitation Act of 1973, medical information may not be requested where:

(1) Both the disability and the need for RA are obvious or already known, or

(2) The individual has already provided the agency with sufficient information to document the existence of the disability and his/her functional limitations.

e. The Rehabilitation Act also requires that all medical information be kept confidential. If necessary, medical information may only be shared on a need to know basis. When medical information is disclosed to appropriate officials, they must be informed regarding the confidentiality requirements under the law.

f. In order to maintain the confidentiality of the medical information and the RA request data, these records should be filed separately from official personnel files or the personnel files maintained in most offices.

9. TYPES OF REASONABLE ACCOMMODATION.

a. Modifications or adjustments may be made to the application process, to the job, or to the workplace. Refer to the examples described for RA in item 3. Key Terms above.

b. Flextime or telework, each providing specific flexible work arrangements between a supervisor and an employee, should be considered as options for RA. [Reference MEDCOM Chief of Staff Memorandum, subject: Implementation of the Department of Defense (DOD) Telework Program, dated 21 Nov 01.]

c. Reassignment must be considered, absent undue hardship to the organization, for an employee who, because of a disability, can no longer perform the essential functions of his/her job with or without RA. Reassignment may be made only to a vacant position. The law does not require that agencies create new positions or move other employees from their jobs in order to create a vacancy. If the employee is qualified for the vacant position, he/she should be reassigned to the vacant position as a RA and should not have to compete for the position.

d. As stated previously (see item 7.e), information on the type of RA and the date the RA is provided should be documented and filed with the RA request form.

10. DENIALS OF REASONABLE ACCOMMODATION.

a. If an individual's request for RA is denied, the individual must be notified in writing of the reasons for the denial. The denial should be written in plain language, be as specific as possible, and should identify the office and individual who made the decision. As appropriate, the notice of denial should be provided in alternate format, such as large print, Braille, etc.

b. If a specific RA is denied, but an alternate RA is offered, the notice should explain the specific reason(s) for the denial and the reason that another accommodation is considered to be a good alternative.

c. The notice must also include an explanation of the informal procedures that are available for a review of the

denial action. Individuals should be encouraged to first discuss the denial with the person who made the decision (the deciding official). If the requester is not satisfied, he/she would then have the opportunity to appeal the denial action to others in the deciding official's chain of command. If the matter has still not been resolved to the requester's satisfaction, there will be the opportunity to proceed under an alternative dispute resolution (ADR) process. The ADR process recommended for use in the MEDCOM is mediation. The individual challenging the denial of a RA request may participate in mediation without having to file an EEO complaint.

11. INFORMAL PROCEDURES AND EEO COMPLAINTS.

a. The informal procedures discussed in item 10c above must be in addition to and may not modify or replace the EEO Complaint Process or Merit Systems Protection Board (MSPB) or union grievance procedures available to Army employees or applicants for employment.

b. The informal procedures (reference item 10c above) are strictly voluntary and may not be used to limit an individual's rights. The employer may not prevent an individual from filing an EEO complaint or an MSPB or union grievance even if he/she is also pursuing the steps detailed in the informal procedures.

c. The informal procedures (reference item 10c) do not affect the time limits for the EEO Complaint Process. Thus, when the employer denies an RA request, it must notify the individual in writing that, if he/she wishes to file an EEO complaint on the denial action, he/she must do so within 45 days of the receipt of the denial action, even if he/she is also pursuing the steps detailed in the informal procedures.

d. Servicing EEO Offices can provide information regarding the filing of an EEO discrimination complaint.

12. TRACKING REQUIREMENTS.

a. In DA, the proponent for the PIWD is the EEO Office. As a result, at the operational level, the servicing EEO Office is responsible for tracking the following information:

- the number and types of RAs that have been requested in the application for employment process and whether those requests were granted or denied;
- the jobs (occupational series, grade level, and organization) for which RAs have been requested;
- the types of RAs that have been requested for each of those jobs;
- the number and types of RAs for each job, by organization, that have been approved, and the number and types that have been denied;
- the number and types of requests for RAs that relate to the benefits or privileges of employment, and whether those requests have been granted or denied;
- the reasons for denial of requests for RA;
- the amount of time taken to process each RA request; and
- the sources of technical assistance that have been consulted in trying to identify possible RAs.

b. Servicing EEO Offices will submit the RA tracking information data, detailed above, to the MEDCOM Office of EEO Programs NLT 15 Oct each year, for the inclusion of this data in the MEDCOM IWD AAP Plan.

13. DISPOSITION OF REASONABLE ACCOMMODATION REQUEST DATA, TO INCLUDE MEDICAL INFORMATION.

a. Documentation related to a particular individual who has requested RA should be filed apart from other personnel records, safeguarded regarding confidentiality requirements, and maintained for the duration of that employee's employment.

b. The tracking information data should be maintained for a period of three years. This data will assist an organization to evaluate its performance regarding the adequate and timely processing of RA requests and to take corrective action, if required.

14. APPENDICES.

A. Reasonable Accommodation (RA) Request Form (recommended format)

B. Reasonable Accommodation (RA) Request Checklist
(recommended)

C. MEDCOM Chief of Staff Memorandum, subject: Implementation of
the Department of Defense (DOD) Telework Program, dated
21 Nov 01.

D. List of Reasonable Accommodation Resources

E. Reasonable Accommodation (RA) Tracking Information—Annual
Report to MEDCOM (recommended format)

APPENDIX A

Reasonable Accommodation (RA) Request Form

Before completing and submitting this form, please read the following Privacy Act Statement

PRIVACY ACT STATEMENT

The Army is authorized to collect the information by Section 501 of the Rehabilitation Act of 1973, 29 USC 791. The information provided by you will be used primarily to facilitate the processing of your request. Furnishing of the requested information and documentation is voluntary. However, failure to fully complete this form or provide the necessary information may result in either a delay of the needed accommodation or the denial of your request.

1. I am a person with a disability who is requesting a reasonable accommodation under the Rehabilitation Act of 1973, as amended. I am requesting accommodations because I have the medical condition(s) described below.

Condition(s): (Describe condition(s) for which accommodation(s) is/are needed)

Situation or Job Task(s): (Describe the current employment situation, i.e., job tasks, employment practice, or workplace barrier that keeps you from performing essential job functions or from receiving equal benefits and privileges of employment.)

Accommodation(s) Requested: (Identify suggested accommodation(s) or state if possible accommodations are not known. Provide recommendations for alternative accommodation(s) where possible.)

2. Employee/Applicant/Requester:

Typed/Printed Name and Office/Work Unit _____
Position Title, Series & Grade _____
Work Phone Number _____ Home Phone Number _____

Signature _____ Date _____

Note: If the requesting employee/applicant is unable to sign (e.g., in hospital, blind, etc.) a representative will "sign for" on this line.

APPENDIX B

Reasonable Accommodation (RA) Request Checklist
(For management's use in processing employee requests)

Warning: Information contained in this document is protected by the Privacy Act (5 USC 552a)

In accordance with the Act:

- (1) Only information about the individual that is relevant and necessary to accomplish the purpose of determining and evaluating a request for RA should be requested; 5 USC 552a(e) (1) ;
- (2) Information should be collected directly from the individual requesting the RA, particularly when the information may result in sensitive determinations about the individual's rights, benefits, and privileges that include possible RA (5 USC 552a(e) (2) ;
- (3) Appropriate administrative, technical and physical safeguards must be followed to insure the security and confidentiality of records and to protect against any anticipated threats or hazards to their security or integrity. Not safeguarding sensitive information appropriately could result in substantial harm, embarrassment, inconvenience or unfairness to any individual on whom information is maintained; 5 USC 522a(e) (10) .

1. Request for accommodation:

- a. Written Yes____ (attach copy) No____
- b. Oral? Yes____ (attach supervisor's documentation) No____
- c. Date _____
- d. Name/job title of employee for which request is being made _____

e. If someone other than the person named in 1.d. above is making the request, provide name/address/phone number and relationship of person making the request.

f. Did employee receive a copy of Privacy Act Statement? Yes____ No____

2. Employee's stated accommodation:

a. What is the nature of the disability? _____

b. Is the disability and need for accommodation obvious? Yes____ No____

c. Has employee provided medical information relative to stated disability in the past? Yes____ Date Received _____ No____

d. If the answer to both 2b and 2c is "no," coordinate with the EEEO and request medical documentation from employee:

Date coordinated with EEO Office _____
Date medical information requested _____
Date received _____

3. Meeting with employee:
- a. Is a meeting needed to clarify needs? Yes____ No____
- b. Coordinated with CPAC before meeting with employee to determine obligation to invite bargaining unit representative? Yes____ No____

Date of meeting_____

c. Narrative describing discussion with employee (May include: Which job duties are affected? Are any of the duties impacted considered essential elements of the employee's position? If so, can accommodations be made to enable the employee to perform these tasks?)

- d. List possible accommodations:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Coordination with EEO Office:

- a. Date of meeting_____
- b. Narrative describing discussion (May include: Does the employee have a physical or mental disability that substantially limits one or more of the major life activities? Which of the accommodations being discussed are available/reasonable? If there a need to consult with a resource outside the agency, e.g., Computer Electronic Accommodations Program (CAP) officials. Who has control over the resources? Who will make the decision? Must the Union be notified before implementing an accommodation?)

- 5.a. Alternative Actions/Accommodations Recommendations:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 5.b. Alternative actions/accommodations:

Are any of the listed accommodations an undue hardship? (Generalized conclusions will not suffice to support a claim of undue hardship. Undue hardship must be based on an individualized assessment of current circumstances that show a specific reason accommodation would cause significant difficulty or expense to the Army.) If so, explain:

6. Accommodations chosen, if any (explain reason for choice)

Coordinate with other organizational elements, as applicable, i.e., EEO, Occupational Health Specialist, CAP, CPAC, etc. (If any of the possible accommodations require resources, which are outside the control of the supervisor, facilities and fiscal managers should be included.)

7. Effective date for the RA: _____

Additional Notes:



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MCPE-C

APPENDIX C

21 Nov 2001

MEMORANDUM FOR Commanders/Directors, MEDCOM Field Operating Agencies,
Major Subordinate Commands, Installations, and Activities

SUBJECT: Implementation of the Department of Defense (DOD) Telework
Program

1. References:

a. Memorandum, Under Secretary of Defense, 22 Oct 01, subject:
Department of Defense (DOD) Telework Policy and Guide.

b. Section 359, Public Law 106-346.

2. The law and DOD Policy require the establishment of a program under which eligible employees may participate in teleworking to the maximum extent possible without diminished employee performance. We must strive to meet the requirements of Section 359, that for each year until Fiscal Year 2004, an additional 25 percent of the eligible Federal workforce be permitted or given the opportunity to telework.

3. In implementing Public Law 106-346, the DOD Policy is designed to actively promote telework as a flexibility for managers and their employees throughout DOD, and to:

a. Promote DOD/Army as an employer of choice.

b. Improve the recruitment and retention of high-quality employees through enhancements to employees' quality of life.

c. Enhance the Department's efforts to employ and accommodate people with disabilities, including employees who have temporary or continuing health problems, or who might otherwise have to retire on disability.

d. Reduce traffic congestion and decrease energy consumption and pollution emissions.

MCPE-C

SUBJECT: Implementation of the Department of Defense (DOD) Telework Program

e. Reduce office space, parking facilities and transportation costs, including costs associated with payment of the transit subsidy.

4. The DOD Telework Policy and Guide contain the basic parameters and conditions for implementing the DOD Program. The following additional U.S. Army Medical Command (MEDCOM) guidance is provided:

a. The program should not be implemented until appropriate coordination with servicing Civilian Personnel Activity Centers (CPACs) has occurred, and formal union notification and negotiations, upon request, have been completed. The MEDCOM Civilian Personnel Division (CPD) previously provided DOD, Army, and MEDCOM telework guidance to MEDCOM activities and servicing CPACs. This information is available on the CPD web site at <http://www.armymedicine.army.mil/medcom/civpers>.

b. The DOD Telework Agreement and Safety Checklist must be completed prior to the commencement of either regular and recurring or ad hoc telework arrangements.

c. The MEDCOM installation and activity commanders/directors/chiefs will determine the availability of government owned Automated Information Systems (AIS) to support employees performing official duties in their homes. Where appropriate, commanders/directors/chiefs, in coordination with the local Designated Approval Authority (DAA) may approve the use of personally owned AIS for official government business in accordance with (IAW) Army Regulation (AR) 25-1, Army Information Management, 2 Feb 00, Chapter 5. Once approved for use, personally owned devices must be certified and accredited IAW AR 380-19, Information Systems Security, 28 Feb 98, Chapter 3. All remote connections to DOD networks must be established through approved Remote Access Dial-In User Service (RADIUS) compliant servers, such as the Army Terminal Server Access Controller System (TSACS), or other DOD or Army approved connection. Without exception, AIS must be equipped with current approved anti-virus software and government data must be protected in accordance with DOD, Army, and local policies. All activities will comply with the provisions contained in Section D, Policy Statement, of the DOD Telework Policy. Additionally, personally owned devices and all associated storage.

MCPE-C

SUBJECT: Implementation of the Department of Defense (DOD) Telework Program

media containing Sensitive But Unclassified (SBU) or privacy act protected data must be erased or destroyed IAW AR 380-19, Information Systems Security, 28 Feb 98, prior to an extended leave of absence, relocation, or termination of employment.

d. The MEDCOM activities will not approve, or will terminate any telework arrangement for any position or employee that will adversely impact the activity's mission and/or patient care. Employees may grieve such management action through the DOD Administrative Grievance System or negotiated grievance procedure, as appropriate.


e. The DOD Telework Policy does not apply to local national employees or military personnel. Although the law and DOD program do not specifically apply to Non-Appropriated Fund (NAF) employees, Army has determined that eligible NAF employees may also be offered the opportunity to telework.

f. No additional MEDCOM or Army funds are available to fund telework arrangements. Funding of telework programs will come from local budgets.

5. The MEDCOM activities will ensure that sufficient data are maintained regarding the number of positions eligible for telework, number of employees offered the opportunity to telework, and the number of employees actually teleworking so that they may comply with required DOD, Army, and MEDCOM reporting requirements.

6. Our point of contact is Mr. Joe Gray, CPD, Office of the Assistant Chief of Staff for Personnel, DSN 471-7096 or Commercial (210) 221-7096.

FOR THE COMMANDER:


PATRICK D. SCHILLEY
Major General
Chief of Staff

APPENDIX D

List of Reasonable Accommodation (RA) Resources

Manager, Program for Individuals with Disabilities
HQ, U.S. Army Medical Command
ATTN: MCEE
2050 Worth Road, Suite 20
Fort Sam Houston, TX 78234-6020
Phone: DSN 471-8170 Com1 (210) 221-8170
Fax: (210) 221-8614
E-mail: carmen.lopez@cen.amedd.army.mil

Computer/Electronic Accommodation Program (CAP)
Defense Medical System Support Center
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206
Phone: (703) 681-8811 (Voice/TTY)
Fax: (703) 681-9075
Web site: www.tricare.osd.mil/cap

Computer/Electronic Accommodations Program Technology
Evaluation Center (CAPTEC)
Pentagon, Room 2A259
(703) 693-6189 (TTY)
(703) 693-5160 (Voice)
E-mail: cap@tma.osd.mil

Job Accommodation Network (JAM)
918 Chestnut Ridge Road
Suite 1, West Virginia University
P.O. Box 6080
Morgantown, WV 26506-6080
1-800-526-7234 (Voice/TDD)
Web site: www.janweb.icdi.wvu.edu

Disability Resource Center
Department of Transportation
Room 2110 Nassif Building
Routing Symbol: SVC-104
Hours: 0830 - 1700 ET
(200) 493-0625 (Voice)
(202) 366-5273 (TTY)
E-mail: drc@tasc.dot.gov

Other Web Sites of Interest

Office of Assistant Chief of Staff, Army (Installation Management Facilities Policy Division)

www.hqda.army.mil/acsimweb/fd/pages/

Architectural and Transportation Barriers Compliance Board (Access Board) www.access-board.gov

Equal Employment Opportunity Commission (EEOC) www.eeoc.gov

Department of Justice www.usdoj.gov

Job Accommodation Network (JAN) www.janweb.jcdi.wvu.edu

Whitehouse: <http://www.whitehouse.gov>

Congressional: <http://www.senate.gov/>; <http://www.house.gov/>

Office of Personnel Management: <http://www.opm.gov>
<http://www.opm.gov/employ/disabilities/guide.pdf>

Army Civilian Personnel: <http://cpol.army.mil>

Deputy Chief of Staff (Installation Management, Facilities, & Policy Division) www.hqda.army.mil/acsimweb/fd/pages/initial.htm

National Organization on Disability <http://www.nod.org>

Other Resources on assistive technology/equipment:

ABLEDATA: www.abledata.com

Adaptive Technology Resource Centre: www.utoronto.ca/atrc/service.html

Center for Universal Design: www.design.ncsu.edu/cud/index.html

CPB/WGBH National Center for Accessible Media: www.ncam.org

Disabilities Information Resources: www.dinf.org

Gallaudet University's Technology Assessment Program:

<http://tap.gallaudet.edu/caption.htm>

Lighthouse International: www.lighthouse.org

Trace R & D Center: www.trace.wisc.edu

Web Accessibility Initiative of the W3C: www.w3.org

WebABLE!: www.webable.com

APPENDIX E

Reasonable Accommodation (RA) Tracking Information
Annual Report to MEDCOM

Following is the report for FY__:

RA Requests submitted by applicants for employment

1. The number and types of RAs that have been requested in the application for employment process:

2. Were those requests granted or denied? _____

3. The jobs (occupational series, grade level, and organization) for which RAs have been requested in the application process:

4. The types of RAs that have been requested for each of those jobs:

RA requests submitted by employees

5. The jobs (occupational series, grade level, and organization) for which RAs have been requested by employees:

6. The types of RAs that have been requested for each of those jobs:

7. The number and types of RAs for each job, by organization, that have been approved:

8. The number and types that have been denied:

9. The number and types of requests for RAs that relate to the benefits or privileges of employment:

10. Were those requests granted or denied?

11. The reasons for denial of requests for RA:

12. The amount of time taken to process each RA request:

13. The sources of technical assistance that have been consulted in trying to identify possible RAs:

Submission Data:

1. Servicing EEO Office:

2. Action officer/POC for this report:

3. Phone Number:

4. E-mail address:

5. Date of submission:
